📖 Lynchburg Public Library – Computer Class Descriptions

All classes are 90 minutes long. Please read descriptions below to ensure that you have the prerequisites for a class. See reverse for class schedule.

Basic Mouse & Keyboard
A beginner's class for people of all ages who have never used a computer before, or who have only used one occasionally. It covers basic use of the Mouse including practice, and an overview of the computer keyboard. **No prior PC experience required.**

Surfing Cyberspace
This class introduces the intermediate student to the Internet and the Web. Students will learn how to search for things on the Web, how to visit specific Web sites, and some of the features of Web browsers. **Students must be proficient with the Mouse & Keyboard to take this class.**

Word (1), Beginning
This is an intermediate class introducing the student to word processing. Using Word, students will create a document, change format options such as type font and size, use cut and paste, and learn how to save and print their work. **Students must be proficient with the Mouse & Keyboard to take this class.**

Using Email
Intended for students who have Email Id's, this class will demonstrate creating email messages, managing email folders, and using options such as forward, reply, save draft, the Address Book and attachments. **Must have Internet experience!**

Let's Do Windows
This class is for people who have mastered the Mouse & Keyboard, and want to know how to use general "Windows" features. Topics include Toolbars, resizing and minimizing windows, searching for files, creating new folders, the directory tree structure, and accessing programs and documents with the Start button. **Students must be proficient with the Mouse & Keyboard to take this class.**

Word (2), Intermediate
Advanced class for students experienced with Word. Topics include inserting pictures, tables and symbols in documents, adding page numbers, headers and footers, and other format options. **Students should take Word (1) before taking this class.**

Word (3), Advanced
Advanced class for students experienced with Word. Topics include print preview options, picture manipulation, footnotes, tabs and columns. **Students should take Word(2) before taking this class.**

Using Excel
Advanced class for students who want to create spreadsheets for business and personal applications. **Students need to be extremely proficient with the computer and with Word before attempting this class**

Windows Tips & Tricks
Intermediate to advanced class focusing mostly on Control Panel functions, different boot-up options and some of the basic functions available for configuring the computer. Topics will include adjusting display size, font size, screensavers, desktop appearance, sounds, multimedia and more. **Students should be proficient with the Mouse & Keyboard and have taken the Let's Do Windows class before attempting this class.**

Microsoft PowerPoint
Advanced class for students who want to create computer presentations. **Students need to be extremely proficient with the computer and with Word before attempting this class.**

Microsoft Publisher
This class will cover designing business cards, greeting cards, brochures, flyers, newsletters and some of the other features in Publisher. **Students need to be extremely proficient with the computer and with Word before attempting this class.**